

Superior Court of California  
County of San Bernardino  
Employment Opportunity



## Administrative Assistant II

\$2,986-\$3,813 approximate monthly

**Application deadline: Tuesday, February, 28, 2006**  
**Announcement # 06-007**

The eligible list resulting from this recruitment will be used to fill a current vacancy at the Rancho Cucamonga District, and future vacancies as they occur throughout the Court. Incumbents may be assigned to any Court District within the County.

Typical duties of Court Secretary II include, but are not limited to:

- ❖ Serve as a secretary to one or more Judges or professional/management staff, ensuring documents are processed in accordance with legal mandates and timeframes; perform preliminary research on legal opinions and court decisions.
- ❖ Handle difficult and sensitive public contacts, serving as liaison for Judge/manager/professional staff in situations requiring tact and judgment, and answering or referring questions based upon knowledge of the Court's policies.
- ❖ Prepare and assist with various projects including researching, compiling, arranging and computing data, and composing reports; ensure proper and timely completion; review department forms and procedures, create, revise and recommend changes to existing forms and new forms; make recommendations regarding ways to more efficiently process documents.
- ❖ Compose brief, factual correspondence following general directions or notes; types letters; report, numerical and technical materials and minutes from drafts, shorthand, or recorded dictation; take dictation as required; proof and correct material for grammar, punctuation, spelling, accuracy, format, and conformance to administrative policy.
- ❖ Screen and direct mail and calls; provide information requiring some interpretation of the Court's policies and procedures.
- ❖ Keep and maintain files, logs and records, including budget, personnel and payroll records; maintain forms and supplies, ordering and stocking as needed; order, receive, track, invoice and distribute law books.
- ❖ Use Microsoft Office software including Word, Excel, and Outlook to create documents and communicate with employees and the public.

**Requirements:** Three (3) years of secretarial experience in an administrative, court or legal environment; one (1) year of performing court-related secretarial duties is highly desirable; or any combination of training and/or experience that could likely provide the desired knowledge and abilities. One year of business training in an approved school or training program can substitute for a maximum of six months of experience.

**How to Apply:** Applicants must complete and submit a Superior Court application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at [personnel@courts.sbcounty.gov](mailto:personnel@courts.sbcounty.gov), or on the internet at [www.sbcounty.gov/courts](http://www.sbcounty.gov/courts). Faxed applications will be accepted to meet recruitment deadlines only. Applicants must follow up with original application received by Court Personnel within 2 business days of the recruitment close to continue on in the process.

**Examination:** The examination will consist of a written and/or an oral examination. The written test may cover the following areas: Spelling, Office Operations and Practices, English Usage, Interpersonal Relations and Public Contact. Qualifying candidates will be notified of the date of the examination approximately two weeks prior to testing.

**Benefits:** Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

**Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).**

**The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.**

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